



<p>REPRODUCTION SECTION</p> <p>Supervise the reproduction by mimeograph, photostat, multilith, or other process of classified and unclassified material; the procurement and/or preparation for reproduction of every type map; and the procurement, production, or reproduction of special material, requiring highly skilled personnel; and the training of personnel in the reproduction of documents in the field.</p>	<p>under the jurisdiction of any one of the above mentioned units.</p>
<p>TRANSPORT SECTION</p> <p>Act as the coordinating and liaison agency for procuring the domestic or foreign transportation necessary to move all CIG personnel and cargo.</p>	<p>PRINTING</p> <p>Printing of documents by mimeograph, offset print or type set press, collating, and binding of reports, etc.</p> <p>PHOTOGRAPHIC</p> <p>Reproduction by photostat, microfilm, or other photographic process required in the reproduction of files, reports, maps, charts, etc.; and the training of personnel in photographic reproduction of documents.</p> <p>MAPS</p> <p>The procurement, production, or reproduction of every type of map.</p> <p>OVERSEAS OPERATIONS</p> <p>The production or reproduction of special materials by personnel of the highly skilled trades for special overseas operations.</p>
<p>PROPERTY SECTION</p> <p>Formulate, direct and implement such policies and procedures as may be required in connection with property accountability for all CIG property, regardless of source or the nature of funds used in procurement and direct the maintenance of proper records relating to accounts of all property owned or controlled by this agency.</p>	<p>DOMESTIC</p> <p>Make hotel, air or train reservations for personnel who are required to travel within the continental limits of the U.S. in connection with their official duties, issue the necessary Travel Requests, and render any other assistance required in connection with their travel.</p> <p>FOREIGN</p> <p>Arrange for all foreign transportation of civilian and military employees and maintain necessary liaison with respect thereto, obtain air priorities when required, and process all requests for overseas travel orders for military personnel of this agency.</p> <p>CARGO</p> <p>Arrange for all overseas shipment of supplies and equipment and operational supplies, prepare, issue, and distribute War Shipping Documents, maintain liaison with U.S. Dispatch Agents and Ports of Embarkation, supply weights and cubages to TOR in order to reserve the amount of space necessary for shipments, and obtain air priorities when required.</p> <p>MOTOR POOL</p> <p>Provide motor transportation for military and civilian personnel in and around Washington, and responsible for repair, storage, and assignment of vehicles.</p> <p>PROPERTY RECORDS</p> <p>Maintain records of all nonexpendable property purchased by CIG.</p> <p>SURVEY AND INSPECTION</p> <p>Conduct book and physical inventory audits periodically, and conduct investigations and inspections when required to establish financial responsibility in connection with the loss, destruction, damage to or theft of Government property.</p>